



FAIRVIEW DEVELOPMENTAL CENTER JOB OPPORTUNITY BULLETIN

COMMUNITY PROGRAM SPECIALIST II

SALARY RANGE	\$4600 - \$5758
TENURE/TIME BASE	Permanent, Full Time
PROGRAM/DEPARTMENT	South Coast Regional Project
FINAL FILING DATE	September 28, 2016

DESCRIPTION OF DUTIES: Under the direction of the SCRP Director, the CPS II will serve as the lead among the South Coast Regional Project team, acting in the Director's absence as needed. The CPS II provides technical, clinical, and quality assurance support for an SCRP client's transition activities and post placement follow up as well as for the SCRP team. The CPS II acts a liaison with the developmental center, stakeholders, the regional centers and service providers. Work with SCRP Director to research, develop and implement internal data management systems for tracking, analyzing and reporting needs, and complete required DDSHQ level reports as assigned by the Director. Regularly review and edit required documents prepare by the Community Program Specialist I (Transition Coordinators) for quality assurance, ensure transition and post placement timelines are being maintained as well as identify any needs for additional support to the SCRP Director. Provide training and orientation on transition and post placement activities. Train classes in Supporting Choices and Making Transitions (SCMT). Collaborate with Regional Centers and community service providers in supporting individuals residing in the community. Provide consultation, training, and/or intervention as needed. Conduct assessments for individuals residing in the community pursuant to Welfare and Institutions Code, Section 4418.7 as directed. Participate in meetings for individuals in the Southern Star. Perform other duties as assigned.

WHO MAY APPLY: Candidates with list and transfer eligibility will be considered. Appointment will be subject to Departmental Restriction of Appointment (DROA), State Restriction of Appointment (SROA)/Surplus, and Reinstatement list procedures. Pre-employment physical and fingerprint clearance Applications will be reviewed and only the most qualified candidates will be scheduled for interviews. Applications can be obtained from the Testing Office of Fairview Developmental Center or from the California Dept. of Human Resources website www.calhr.ca.gov. **Applications must be received in the Personnel Reception Office by no later than the close of business of the final filing date (4:30 PM). Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications or resumes will not be accepted.**

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:

FAIRVIEW DEVELOPMENTAL CENTER
TESTING OFFICE, ROOM 211
2501 HARBOR BLVD.
COSTA MESA CA 92627
(714) 957-5255

IMPORTANT: PLEASE INCLUDE THE PROGRAM/DEPARTMENT NEXT TO THE JOB TITLE ON THE APPLICATION OR IT WILL NOT BE CONSIDERED FOR THE VACANCY.

FAIRVIEW IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

CLASSIFICATION TITLE: Community Program Specialist II
RELEASE DATE: 09/14/2016